

Message Text

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PAGE 01 STATE 216209

62

ORIGIN SS-15

INFO OCT-01 EUR-12 ISO-00 SSO-00 CCO-00 A-01 OC-06 SY-05

USSS-00 NSCE-00 NSC-05 CPR-01 /046 R

DRAFTED BY S/S-S:PSCHLAMM

APPROVED BY S/S:LJREDDY

S:JCOVEY

S/S: CABORG

----- 060002

O 312325Z AUG 76

FM SECSTATE WASHDC

TO AMEMBASSY LONDON IMMEDIATE

AMEMBASSY BERN IMMEDIATE

LIMITED OFFICIAL USE STATE 216209

E.O. 11652: N/A

TAGS:OVIP (KISSINGER, HENRY A.)

SUBJECT: SECRETARY'S SEPTEMBER VISIT: SECRETARIAT STAFF
REQUIREMENTS

BERN PLEASE PASS TO ZURICH

1. THE SECRETARIAT STAFF (S/S) ASSISTS IN THE PREPARATION OF THE SECRETARY'S SCHEDULE, IS RESPONSIBLE FOR ALL MATTERS CONCERNING THE PREPARATION OF BRIEFING MATERIAL FOR HIS USE, AND COORDINATES THE ACTIVITIES OF THE OFFICIAL PARTY. IT ALSO MANAGES ALL TELEGRAMS AND OTHER INFORMATION FLOWING TO AND FROM THE PARTY (SEE SEPTTEL ON CABLE TRAFFIC) AND LIAISON BETWEEN THE PARTY AND THE HOST EMBASSY.

2. S/S PERSONNEL: THE SECRETARIAT TEAM OF ONE OFFICER AND ONE SECRETARY WILL ARRIVE ABOARD THE SECRETARY'S AIRCRAFT. A SECOND TEAM WILL PRECEDE THE SECRETARY TO CONSULT WITH
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PAGE 02 STATE 216209

POST IN ENSURING THAT ALL REQUIREMENTS ARE UNDERSTOOD AND

MET. NAMES AND TRAVEL INFORMATION FOR TEAM MEMBERS WILL BE PROVIDED SEPTELS.

3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN S/S LIAISON OFFICER TO PROVIDE FULL TIME ASSISTANCE TO S/S FROM THE ADVANCE TEAM'S ARRIVAL UNTIL THE SECRETARY'S DEPARTURE. THIS IS TYPICALLY AN ALERT, MIDDLE-GRADE SUBSTANTIVE OFFICER WITH ENOUGH TENURE AT POST TO HAVE A GOOD GRASP OF HOW THE EMBASSY AND HOST GOVERNMENT FUNCTION. HE SHOULD BE FULLY READ INTO EMBASSY PREPARATION, AND PREPARED TO BRIEF THE S/S ADVANCE TEAM AT THE AIRPORT UPON ARRIVAL. HE SHOULD ALSO ENSURE THAT A COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE VISIT, INCLUDING NODIS, ARE AVAILABLE TO S/S IN THE EMBASSY. TYPICALLY, THIS IS DONE BY ASKING THE EMBASSY C & R TO SLOT ONE COPY OF EACH VISIT CABLE FOR S/S. PLEASE CABLE NAME OF S/S LIAISON OFFICER.

4. MEDIA REPORTS. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. IF MACHINES AVAILABLE IN EMBASSY, POST SHOULD ARRANGE TO HAVE THEM RUN UNATTENDED BETWEEN 2300 AND 0500. KEEP IN MIND THE FOLLOWING SPECIAL REQUIREMENTS:

-- SELECT THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT.
-- DURING REPRODUCTION, MAKE SURE THAT EACH STORY BEGINS ON A NEW PAGE. DO NOT RUN TWO OR MORE STORIES TOGETHER ON THE SAME PAGE.
-- ON SECRETARY'S COPY, ATTACHED A ONE OR TWO-SENTENCE SUMMARY OF EACH STORY, STRESSING NEW DEVELOPMENTS AND HIGHLIGHTING COMMENT OR OPINION. SUMMARIES SHOULD BE TYPED ON THREE-BY-FIVE INCH NOTEPAPER AND STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST PAGE OF EACH STORY. THEY ARE ATTACHED ONLY TO THE SECRETARY'S PACKAGE. INDIVIDUAL ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH S/S ADVANCE TEAM IN ORDER TO ASSURE LIMITED OFFICIAL USE

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PAGE 03 STATE 216209

COMPLETE AGREEMENT ON PROCEDURES.

TEN COPIES EACH OF HERALD TRIBUNE AND LEADING ENGLISH DAILIES AND TEN COPIES OF USIS WIRELESS FILE SHOULD BE MADE AVAILABLE TO S/S BY 0600.

5. DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE FOREIGN OFFICIALS ARE TO BE PROVIDED TO THE S/S

ADVANCE TEAM ON ARRIVAL. USUALLY, THESE ARE TO THE PRIME MINISTER AND FOREIGN MINISTER. DRAFTS MUST INCLUDE EXACT ADDRESS AND CORRECT SALUTATION AND TITLES.

6. SPECIAL ATTENTION IS CALLED TO S/S REQUIREMENTS FOR DUTY SECRETARIES AND COURIERS OUTLINED IN ADMIN LOGISTICAL CABLE. S/S ADVANCE TEAM WILL REVIEW THESE WITH POST ON ARRIVAL.

7. SCHEDULING:

POST SHOULD REPORT SCHEDULING INFORMATION AND SUGGESTIONS AS THEY BECOME AVAILABLE. REMEMBER TO INCLUDE:

-- TIME AND LOCATION OF PROPOSED MEETINGS AND OTHER EVENTS INCLUDING SUGGESTED PARTICIPANTS ON BOTH SIDES.

-- INDEPENDENT ACTIVITIES FOR MEMBERS OF THE OFFICIAL PARTY ASIDE FROM THE SECRETARY.

-- ANTICIPATED PRESS ARRANGEMENTS AND COVERAGE FOR ALL EVENTS, INCLUDING ARRIVAL AND DEPARTURE.

8. SCENARIO FORMAT:

AS SOON AS THE STATE OF PLANNING PERMITS, POSTS SHOULD SUBMIT FULL SCENARIO INFORMATION FOR EACH EVENT ON THE SCHEDULE. A RECAPITULATION OF ALL SCHEDULING INFORMATION, CAST IN THE FORM OF A DETAILED SCENARIO, SHOULD BE SENT BY IMMEDIATE CABLE TO THE SECRETARY'S PARTY APPROXIMATELY 48 HOURS BEFORE SECRETARY'S ETA.

9. SCENARIO FORMAT:

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PAGE 04 STATE 216209

A. ARRIVAL SCENARIO:

10:00 AM ARRIVE BLANDIA MILITARY AIRPORT.

MET AT PLANESIDE BY FOREIGN MINISTER

MUSA ADAMU AND AMBASSADOR SEAN O'NEILL.

NATIONAL ANTHEMS.

REVIEW HONOR GUARD, WITH FOREIGN MINISTER.

GREET SENIOR BLANDIAN AND EMBASSY OFFICIALS ON TARMAC.

PROCEED TO TERMINAL FOR ADAMU'S WELCOMING

REMARKS AND SECRETARY'S ARRIVAL STATEMENT.

(MICROPHONE AND PODIUM IN PLACE --

CONSECUTIVE INTERPRETATION BY MR. LINGUAL.)

10:20 AM EXIT TERMINAL TO WAITING MOTORCADE, MCKEE
WILL ACCOMPANY SECRETARY TO HOTEL.

10:40 AM ARRIVE HOTEL ABLE.
30 MINUTES FREE TIME.

B. DINNER SCENARIO:

8:15 PM DEPART HOTEL. ACCOMPANIED BY AMBASSADOR
O'NEILL AND ASSISTANT SECRETARY MCKEE.

8:30 PM ARRIVAL PRESIDENTIAL RESIDENCE FOR STAG
DINNER BY PRESIDENT SAIDU.
DARK SUIT -- 48 GUESTS, INCLUDING ENTIRE BLANDIAN
CABINET. OFFICIAL AMERICAN GUESTS: ASSISTANT
SECRETARY MCKEE, AMBASSADOR O'NEILL, MESSRS.
FUNSETH, LORD AND MACRAKEN.

GREET OTHER GUESTS IN RECEPTION LINE WITH PRESIDENT
SAIDU AND CHIEF OF PROTOCOL POOKAH. (LINGUAL
AVAILABLE TO INTERPRET.)

PRESS OPPORTUNITY.

9:00 PM DINNER.

SERVICE AT TABLES FOR SIX.
PRESIDENT SAIDU WILL BE AT SECRETARY'S LEFT
AND FOREIGN MINISTER ADAMU AT HIS RIGHT. OTHER
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PAGE 05 STATE 216209

HEAD TABLE GUESTS:
INTERIOR MINISTER KHALID, ARMY MINISTER
ABUBAKAR, CHIEF JUSTICE CREDULA AND
PROTOCOL CHIEF POOKAH.

10:15 PM PRESIDENT SAIDU PROPOSES FIVE-MINUTE INFORMAL
INFORMAL TOAST TO WHICH SECRETARY RESPONDS.
CONSECUTIVE INTERPRETATION BY LINGUAL.

10:30 PM SECRETARY JOINS PRESIDENT SAIDU FOR TETE-A-TETE
IN ADJOINING ANTEROOM.

10:50 PM REJOIN OTHER GUESTS FOR COFFEE AND LIQUEURS.

11:15 PM DEPART PRESIDENTIAL RESIDENCE.

11:30 PM ARRIVE HOTEL. ROBINSON

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INFO OCT-01 EUR-12 ISO-00 SSO-00 /028 R

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DRAFTED BY S/S-S:PISCHLAMM:AL

APPROVED BY S/S:SESTEINER

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O 020110Z SEP 76

FM SECSTATE WASHDC

TO AMEMBASSY PARIS IMMEDIATE

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FOLLOWING REPEAT STATE 216209 ACTION LONDON BERN 31 AUG
QUOTE

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Disposition Approved on Date:
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Disposition Case Number: n/a
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Disposition Event:
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Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
04 MAY 2006

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Subject: SECRETARY'S SEPTEMBER VISIT: SECRETARIAT STAFF REQUIREMENTS BERN PLEASE PASS TO ZURICH
TAGS: OVIP, (KISSINGER, HENRY A)
To: LONDON BERN
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 04 MAY 2006